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12 September 1957

Chief, Management Staff

Chief, Records Management Staff

Weekly Report - Week Ending 11 September 1957

1. Contributions

a. Tangible

- (1) The Records Center received 116 cubic feet of inactive records and disposed of 35 cubic feet.
- (2) Redesignated a form required by the Office of Security to reduce the number of pages from 11 to 4, thereby saving 1500 pages in the overall printing.
- (3) Twenty-one new and revised forms were approved.
- (4) A revised Courier Receipt and Log Book has been completed and submitted to the Office of Logistics for procurement. This new form combined the present Courier Receipt and Log Record, thereby eliminating the need to prepare 2 separate records. At present, it is necessary to prepare a log record in both the originating and receiving offices. In addition, a Courier Receipt and Address Label is prepared and each originating office assigns a control number. Under this new system, Log Books and Address labels will be completely eliminated and the new Courier Receipt will be pre-numbered. It is estimated that savings in man years and materials will amount to approximately \$31,666 annually.

2. Assignments - Active

a. Audit of Records Control Schedule, DD/P.

This schedule was sent to us in accordance with agreements made between the Chief of the Management Staff and Messrs Helms and Gulick. This appears to be a general schedule and we are trying to determine if it is backed up by office schedules for each operating division and staff.

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b. Audit of Records Control Schedule, Office of Personnel.

A schedule was originally prepared about 18 months ago. We are reviewing it to reflect changes in organization and to determine if they are retiring inactive records to the Center in accordance with previous provisions.

c. Review of Schedule for the Deposit of the Vital Personnel Records.

At the request of Personnel, we are reviewing the Deposit of Vital Personnel Records to see if overlapping and duplication can be eliminated and to determine if other vital records should be deposited. We will also determine whether the deposits are current and if obsolete materials are being eliminated from the Vault.

d. Audit of Records Control Schedule, OSI.

This consists of a review of the schedule prepared for them about 2 years ago to bring it up-to-date and to see if the schedule is being followed.

e. Forms Management Study, Printing Services Division.

Based on the progress of the survey, to date about 80% of the forms used in one organizational element of this division are unofficial. On this basis, it appears that this survey will be productive.

f. Twelve new and revised forms in process.

g. Review of forms not ordered for 18 months. Survey indicates approximately 10% of these are obsolete.

h. Review of requisitions for filing equipment and supplies; four approved, one returned for further justification.

i. Installation of Shelf Filing, Biographic Register.

This project is nearing completion. It is the result of the disposition of a considerable amount of inactive records (approximately 400 cubic feet) and the installing of Shelf Filing in lieu of filing cabinets. As a result, the Biographic Register will be able to have sufficient space for expansion for at least two years.

j. Preparation of Regulation and Handbook, Reports Management.

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k. Installation of Filing System, XII.

We have made 17 installations of the Subject-Numeric Filing system. This new system will permit the offices to establish cut-off dates for their files and, as a consequence, the retirement of records will be expedited. There are 10 more installations to be made.

l. Shelf File Installation, Office of Comptroller.

A proposal has been made for the use of Shelf Filing in the Finance Division. This will provide about 25% more filing area in the same office space and eliminate the need for safe file cabinets by using a Vault area. The Chief of the Division has agreed to this proposal.

3. Assignments - Inactive

- a. Installation of Subject-Numeric Filing System, Benefits and Casualty Division.
- b. Shelf File Installation, Industrial Register.
- c. Shelf File Installation, Office of Security.
- d. Shelf File Installation, Space Layout and Equipment Study,

We were invited to come in to the DD/P and make a study on the application of Shelf Files in conjunction with a business machine project. This proposal was agreed to, but we understand some internal differences of opinion in DD/P have caused it to be deferred.

4. News

- a. More than two months ago, we submitted to the Logistics Office a requirement for printing the Information Report Form, Form 1a. So far the contract has not been awarded. In the meantime, stocks are low. We have advised all Agency officers concerned and they are not pleased with the situation; neither are we. This matter is now being pursued further with the Deputy Chief of Procurement Division and the Logistics representative, with the OSA/DD/S.



Hgt/S/RM/

(12 Sep 57)

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REVISED FORM NO. 240
COURIER RECEIPT AND LOG RECORD

The estimated dollar saving to be realized is based on the following figures:

OLD		NEW	
Preparation -	Minutes	Preparation -	Minutes
Courier Receipt	1.5	Courier Receipt, Log	
Orig. Office Log	2.5	and address	2.0
Receiving Office Log	2.5		
Envelope address	1.0		
Total Time	7.5		2.0

Estimated operating savings for each transaction 5.5 minutes.

Estimated one year supply of forms 630,000.

$630,000 \times 5.5 = 27.7$ man years

$\$3670$ (GS5) $\times 27.7 = \$101,666$ savings

Other savings are fore-seen but not estimated.

over \$100,000